

厚木基地空席広報 VACANCY ANNOUNCEMENT

広報番号 : Announcement No.	A-09-026R
一次選考締切り日 : 1 st Cut Off Date	06 MAY 2009
募集締切日: Closing Date	選考決定まで継続 Open until filled
発行日: Date of Issue	15 APR 2009

1.職種名 Job title (等級 Grade <u>2-5</u> / 語学等級 LAD <u>1</u>) Warehouseman-Deliveryman #2404		募集人数 No. of Recruitment 1 名	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
低い等級での採用 <input checked="" type="checkbox"/> 不可 No <input type="checkbox"/> 可 Yes Acceptance at Lower Grade Trainee 可能な等級 Possible Grade: N/A <input type="checkbox"/> 事務系 <input checked="" type="checkbox"/> 技能系 <input type="checkbox"/> 保安・消防系 <input type="checkbox"/> 医療系 Administrative Trade & Service Security & Fire Medical			
2.部隊 Activity Fleet Readiness Center West Pacific (FRCWP), Atsugi, Japan 勤務場所 Working Place: 綾瀬市大上厚木基地 Ayase, Oogami, Atsugi Base		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> 時間制 HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (NTE:)	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制hr/wk) 勤務日 Work Day: Mon - Fri 勤務時間 Work Hours: 0800-1645 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			

6.職務内容 Duties
See attached sheet.

7. 職務状況 Working Condition:

8.資格要件/身体条件 Qualification/Physical Requirements

- One year of trade/manual work experience equivalent at 2-4 level in the related field. 一年の関連する 2-4 等級と同等の技能職務経験
- Forklift Operator's license up to 6,000 lbs. 約 3 トンまでのフォークリフト運転手免許
- Regular size Drivers License. (AT Restriction is acceptable) 要普通運転免許証 (AT 限定可)
- Knowledge and skills to independently perform forklift operation. 独立してフォークリフト運転業務を行う専門知識及び技能
- Skill in operating personal computer system (Basic Excel). コンピューター及びエクセルを使う初歩的な技能
- Ability to carry and lift up to 70 lbs. 約 32kg までの物を運搬する身体的能力
- Ability to speak, read and write English at elementary level (LAD-1). 英語を話し読みかつ書く初歩的能力

[Eligibility for MLC Employment]

- **Non-Japanese Applicants:** Only those who possess permanent residency visas are eligible. Please attach a copy of alien registration certificate (both front and back sides) and copy of your passport (picture and visa stamp pages) to your application.
- **Former US Military Members:** Please attach DD Form 214 to your application. Former military retirees must first obtain approval for employment under foreign government from the Chief of Naval Personnel and attach the approval letter to be considered.
- SOFA members and SOFA dependents (include SOFA spouse) are not eligible for MLC employment.

英語力 English Language Proficiency : ☐ 必要なし None ☒ 初級 Basic ☐ 中級 Intermediate ☐ 上級 Advanced ☐ 特段の能力 Exceptional

学歴 Educational Background : See block #8 **免許証/修了証 License/Certificate Required :** See Block #8

9.提出するもの Application and Associated Documents

*☒ **空席応募用紙 (表・裏面)** Application for Vacancy Announcement (HROY Form 1, Front & Back) <http://hro.cnfnavy.mil>
 *☒ **専門職務経歴書** Resume of Specialized Work Experience (HROY Form) <http://hro.cnfnavy.mil>
 ***の記入は Complete * in** ☐ 日本語で Japanese ☒ 英語で English ☐ どちらでも Either
 H R O 様式以外を使用する場合は、履歴書に必ず以下の事項を記入して下さい。空席広報番号、氏名、国籍、生年月日、電話番号、住所、学歴、応募する広報番号と職種名、職務経歴（会社名、雇用期間、週労働時間、詳しい業務内容や主な業績など）。To be considered for selection, resume must include at least the following information: Announcement number, full name, citizenship, phone number, address, SOFA status, education backgrounds, work experience (periods of employment, company name, description of major work, weekly hours of work) Any special skills and licenses related to the duties of the position to be filled.
☒ **英語の能力を証明するものの写し** Certificate of English Proficiency (Copy)
☒ **80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒** (12cm x 23.5cm)
 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)
☒ **日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー** For non-Japanese citizen applicants, copy of Alien Registration Card and Passport/Visa

問い合わせ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use
<p>現従業員問合せ先： 厚木基地人事部 DSN 264-3426 / 3624 / 3427 ☎046-763-3426 / 3624 / 3427</p> <p>外部応募者問合せ先： 労務管理機構座間支部管理課 管理第二係 ☎046-251-0667</p>	<p>現従業員提出先： 〒252-1101 神奈川県綾瀬市大上 Oogami, Ayase-Shi 厚木基地人事部 HRO BOX12</p> <p>外部応募者提出先： 〒228-0011 神奈川県座間市相武台 1-6067 労務管理機構座間支部管理課管理第二係</p>	<p>PDN: FRCWP-634-007</p>

* 履歴書及び添付書類は所定の締切日午後三時までに上記住所必着のこと。
Send application and attachments to HRO Atsugi SO by 1500 of the Cut Off/Closing date of the announcement.

* 応募時点で MLC/IHA 規定の雇用資格を満たしていない応募者は選考の対象となりません。
Ineligible applicants will not be referred for consideration.

* 提出された応募書類はお返ししません。
Submitted applications will not be returned.

6.職務内容 Duties

A. Stock and process material received checks items against document for quantity, nomenclature and condition. Utilizes and Enterprise Resource Planning (ERP) software program to update inventory database records.

B. Loads and unloads, or assists in loading and unloading, checking received or delivered items (includes Support Equipment and material) against accompanying documents to ensure the correct items are received or delivered and proper quantity is indicated. When loading or unloading, ensures cargo is properly placed and secured, and that load capacity is not exceeded.

C. Enforces and follows all procedures established for the storage area. Selects items or material to fill orders upon receipt of issue documents. Refers to locator cards and a computer database for location. Makes physical counts of items and consolidates the inventory report.

D. Operates automotive vehicles such as van, pick-up, panel trucks under 4-ton capacity and 6,000 lbs forklift. Transports items within the warehouse or storage areas and to the customers' storage areas.

E. Periodically examines stock in storage to support the Shelf-life Management program. This includes the review of the stock to pull material required by the DLA and NAVICP inventory Managers as a result of Product Quality Deficiency Reports DoD-wide.

F. Performs other incidental or related duties as assigned.